

ROBERTS RULES OF ORDER

II. Table of Rules Relating to Motions

	MOTION	CLASS ¹	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED ²	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
1.	Main motion or question (10)	M	No	Yes	Yes	Yes	Majority, except as explained on page 85	Yes
2.	Adjourn, ordinary case in societies (21)	P	No	Yes	No	No	Majority	No
3.	Adjourn at or to a future time, or in advance of a time already set, or when the assembly will thereby be dissolved (8, 10, 21)	M	No	Yes	Yes	Yes	Majority	No
4.	Adopt, accept, or agree to a report (10, 50)	M	No	Yes	Yes	Yes	Majority	Yes
5.	Adopt bylaws or constitution, initially in forming a society (10, 53, 55)	M	No	Yes ³	Yes	Yes	Majority	Negative vote only
6.	Adopt revised bylaws or constitution (34, 53, 56)	M/B	No	Yes ³	Yes	Yes	As provided in existing bylaws. (In absence of such provision, same as the next line)	Negative vote only
7.	Adopt special rules of order (2, 10)	M	No	Yes	Yes	Yes	(a) Previous notice and two- thirds; or (b) majority of entire membership	Negative vote only
8.	Adopt ordinary standing rules (p. 15) (2, 10)	M	No	Yes	Yes	Yes	Majority	Yes

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² Motions listed as requiring a second do not need to be seconded when made by direction of a board or committee.

³ In practice, motion is usually made by the reporting member of a committee, in which case it does not require a second.

II. Table of Rules Relating to Motions (cont.)

	MOTION	CLASS ⁴	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED ⁵	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
9.	Adopt parliamentary standing rules in a convention (10, 58)	M	No	Yes ⁶	Yes	Yes	Two Thirds	Negative vote only
10.	Adopt convention agenda or program (10, 58)	M	No	Yes ³	Yes	Yes	Majority	Negative vote only
11.	Amend a pending motion (12)	S	No	Yes	If motion to be amended is debatable ⁷	Yes	Majority	Yes
12.	Amend an amendment of a pending motion (12)	S	No	Yes	If motion to be amended is debatable ⁴	No	Majority	Yes
13.	Amend Something Previously Adopted, general case, including ordinary standing rules (34)	M/B	No	Yes	Yes	Yes	(a) Majority with notice; or (b) two-thirds; or (c) majority of the entire membership	Negative vote only
14.	Amend parliamentary standing rules in a convention when they are not pending (34, 58)	M/B	No	Yes	Yes	Yes	Two-thirds; or majority of all having convention voting rights who have been registered	Negative vote only
15.	Amend adopted convention agenda or program with reference to items not yet reached (34, 58)	M/B	No	Yes ³	Yes	Yes	As immediately above, though often by unanimous consent after Program Committee's recommendation	Negative vote only
16.	Amend bylaws or constitution, when not pending (34, 56)	M/B	No	Yes	Yes	Yes	As provided in bylaws or constitution. (In absence of such provision, same as in No. 17 following)	Negative vote only

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⁶ In practice, motion is usually made by the reporting member of a committee, in which case it does not require a second.

⁷ Debate on motion must be confined to its merits only, and cannot go into the main question except as necessary for debate of the immediately pending question.

II. Table of Rules Relating to Motions (cont.)

	MOTION	CLASS ⁸	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED ⁹	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
17.	Amend special rules of order, when not pending (2, 34)	M/B	No	Yes	Yes	Yes	(a) Previous notice and two-thirds; or (b) majority of entire membership	Negative vote only
18.	Appeal, general case (24)	I	Yes, at time of appealed ruling	Yes	Yes, ⁴ under rules stated on page 220	No	Majority in negative required to reverse chair's decision	Yes
19.	Appeal, relating to indecorum or transgression of rules of speaking, or to the priority of business, or if made while an undebatable question is pending (24)	I	Yes, at time of appealed ruling	Yes	No	No	Majority in negative required to reverse chair's decision	Yes
20.	Ballot, to order the vote on a pending question to be taken by (30, 44)	I	No	Yes	No	Yes	Majority	Yes
21.	Blank, to create by striking out (12)	I	No	Yes	No	No	Majority	Yes
22.	Blanks, proposals for filling (12)	—	Can be called out when chair asks for them	No	Yes ⁴	No	Majority	Yes
23.	Change or depart from adopted convention agenda or program, immediately to take up a matter out of its proper order (34)	I	No	Yes	No	No	Two-thirds; or majority of all having convention voting rights who have been registered	No

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	MOTION	CLASS ¹⁰	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED ¹¹	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
24.	Commit, Refer, or Recommit a pending question (13)	S	No	Yes	Yes ⁴	Yes	Majority	If committee has not begun consideration of the question
25.	Committee, to refer a matter that is not pending to (10, 13)	M	No	Yes	Yes	Yes	Majority	If committee has not begun work on the matter
26.	Consider informally (13, 51)	S	No	Yes	Yes ⁴	No	Majority	Negative vote only
27.	Consider by Paragraph or Seriatim (28)	I	No	Yes	No	Yes	Majority	No
28.	Continue speaking after indecorum, to grant permission to (23, 60)	I	No	Yes, if in form of a motion	No	No	Majority	Yes
29.	Debate and amendment, to obtain immediate closing of				(See Previous Question, No. 64)			
30.	Debate, to Limit or Extend Limits of, on a pending question (15)	S	No	Yes	No	Yes	Two-thirds	Yes, but if vote was affirmative, only unexecuted part of order
31.	Debate, to Limit or Extend Limits of, for the duration of a meeting (10, 15)	M	No	Yes	Yes	Yes	Two-Thirds	Yes

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II. Table of Rules Relating to Motions (cont.)

	MOTION	CLASS ¹²	IN ORDER WHEN ANOTHER HAS THE FLOOR	MUST BE SECONDED ¹³	DEBATABLE	AMENDABLE	VOTE REQUIRED FOR ADOPTION	CAN BE RECONSIDERED
32.	Discharge a Committee (35)	B or M/B ¹⁴	No	Yes	Yes; debate can go into question in hands of the committee	Yes	(a) Majority with notice; or (b) two -thirds; or (c) majority of entire membership	Negative vote only
33.	Discharge a Committee, when it has failed to report at prescribed time, or while assembly is considering partial report of committee (35)	B or M/B ³	No	Yes	Yes; debate can go into question in hands of the committee	Yes	Majority	Negative vote only
34.	Division of the Assembly (call for verification of a voting result by an uncounted rising vote) (29)	I	Yes	No	No	No	Demand of single member compels Division	No
35.	Count of vote on Division, to order, if chair does not do so (4, 29, 30, 44)	I	Yes	Yes	No	Yes	Majority	No
36.	Division of Question (27)	I	No	Yes	No	Yes	Majority	No
37.	Call for a separate vote on a resolution which is one of a series on different subjects offered by a single motion (pp. 91, 232) (10, 27)	I	Yes	No	No	No	Demand of single member compels specified separate vote	No
38.	Duty, to be excused from (32)	I	Yes	Yes, if motion is made by member to be excused; no, if made by another member	Yes	Yes	Majority	Negative vote only

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¹⁴ B if committee is discharged from consideration of question that was pending at time of referral and was referred by subsidiary motion to Commit; M/B if subject was referred by a main motion (see pp. 263-264).

II. Table of Rules Relating to Motions (cont.)

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39.	Extend time for consideration of pending question, or time until scheduled adjournment or recess (18)	I	Yes, when order of the day are announced or called for	Yes	No	No	Two-thirds	No
40.	Fix the Time to Which to Adjourn, if moved while a question is pending and no other meeting is scheduled for the same or the next day (22)	P	No	Yes	No	Yes	Majority	Yes
41.	Fix the Time to Which to Adjourn, when another meeting is scheduled for the same or the next day, or if the motion is made while no question is pending (10, 22)	M	No	Yes	Yes	Yes	Majority	Yes
42.	Information, Point of (32)	I	Yes	No	No	No	Is not voted on	No
43.	Lay on the Table (17)	S	No	Yes	No	No	Majority	No
44.	Minutes, to approve (when done by a motion) (10, 47)	M	No	Yes	Yes	Yes	Majority	Yes
45.	Minutes, to correct before adoption (when done by motion) (12, 47)	S	No	Yes	Yes	Yes	Majority	Yes
46.	Minutes, to correct after adoption			(See Amend Something Previously Adopted, No. 13.)				

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47.	Minutes, to dispense with reading of (47)	I	No	Yes	No	No	Majority	No
48.	Nominations, to make (45)	—	No	No	Yes	No	Majority for election unless bylaws provide otherwise	Election cannot be reconsidered after person elected learns of it, and has not declined
49.	Nominations, to close (31)	I	No	Yes	No	Yes	Two-thirds	No
50.	Nominations, to reopen (31)	I	No	Yes	No	Yes	Majority	Negative vote only
51.	Nominations, motions relating to (except to close or reopen nominations) made while elections is pending (31)	I	No	Yes	No	Yes	Majority	Yes
52.	Nominations, motions relating to, made while election is not pending (10, 45)	M	No	Yes	Yes	Yes	Majority	Yes
53.	Objection to Consideration of a Question (26)	I	When another has been assigned the floor, until debate has begun or a subsidiary motion has been stated by the chair	No	No	No	Two-thirds against consideration sustains objection	Negative vote (sustaining objection) only

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54.	Order, to make a special, when question is not pending (10, 40)	M	No	Yes	Yes ⁴	Yes	Two-thirds	Yes
55.	Orders of the Day, to Call for (18)	P	Yes	No	No	No	Must be enforced on demand of one member unless set aside by a two-thirds vote (see p. 189)	No
56.	Orders of the day, to proceed to (18)	—	Chair at his discretion puts this question when orders of the day are due to be taken up or are called for	—	No	No	Two-thirds in negative required to refuse to proceed to orders of the day	No
57.	Order of the day, when pending (10, 18, 40)	M	—	—	Yes	Yes	Majority, except as explained on page 85	Yes
58.	Order, Point of, Question of, or Calling a Member to (23)	I	Yes	No	No (but chair can permit full explanation and can submit question to assembly, in which case rule is as for Appeal)	No	Is ruled upon by chair (unless he submits question to judgment of majority in assembly)	No
59.	Parliamentary Inquiry (32)	I	Yes	No	No	No	Is not voted on, but is responded to by chair	—
60.	Postpone Indefinitely (11)	S	No	Yes	Yes; debate can go into main question	No	Majority	Affirmative Vote only

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61.	Postpone to a Certain Time, or Definitely, applied to a pending question (14)	S	No	Yes	Yes ⁴	Yes	Majority, unless it makes question a special order	Yes
62.	Postpone a pending question to a certain time and make it a special order (14)	S	No	Yes	Yes ⁴	Yes	Two-thirds	Yes
63.	Postpone an event or action previously scheduled (34)	M/B	No	Yes	Yes	Yes	(a) Majority with notice; or (b) two-thirds; or (c) majority of entire membership	Negative vote only
64.	Previous Question (immediately to close debate and the making of subsidiary motions except the motion to Lay on the Table) (16)	S	No	Yes	No	No	Two-thirds	Yes; but if vote was affirmative, only before any vote has been taken under it
65.	Question of Privilege, to Raise while regular introduction as main motion is not in order (19)	P	Yes, but should not interrupt a person who has begun to speak, unless unavoidable	No; but if the question of privilege thereby raised is in the form of a motion, the motion must be seconded	No	No	Admissibility of question is ruled upon by chair	No

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66.	Question of privilege (a) when brought up while an ordinary main motion is in order; and (b) when pending (irrespective of how brought up) (10, 19)	M	Floor should be obtained in usual manner if question is brought up while main motion is in order	Yes	Yes	Yes	Majority	Yes
67.	Ratify, or Confirm (10)	M	No	Yes	Yes	Yes	Majority, except as explained on page 85	Yes
68.	Read Papers, to grant permission to (32)	I	If not granted by general consent, can be moved by person requesting permission or by another while the former has the floor	Yes, if motion is made by person requesting permission; no, if made by another member	No	No	Majority	yes
69.	Recess, to take a, if moved while business is pending (20)	P	No	Yes	No	Yes	Majority	No
70.	Recess, to take a, if moved while no question is pending (10, 20)	M	No	Yes	Yes	Yes	Majority	No
71.	Reconsider (36)	B	When another has been assigned the floor, but not after he has begun to speak	Yes	If motion is to be reconsidered is debatable, in which case debate can go into that question	No	Majority	No

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72.	Reconsider, in a committee (36)	B	Cannot interrupt a person speaking	No	As immediately above	No	Two-thirds; but majority if every committee member who voted with prevailing side is present or was notified	No
73.	Reconsider, call up motion to (36)	—	No	No	—	—	—	—
74.	Rescind, Repeal, or Annul (34)	M/B	No	Yes	Yes	Yes	(a) Majority with notice; or (b) two-thirds; or (c) majority of entire membership	Negative vote only
75.	Refer				(See Commit, Committee, Nos. 24 and 25).			
76.	Substitute				(See Amend a pending motion, No. 11).			
77.	Suspend the Rules (as applied to rules of order) (25)	I	No	Yes	No	No	Two-thirds--except where rule protects a minority of less than one third	No
78.	Suspend ordinary standing rules, or standing rules in a convention (25, 58)	I	No	Yes	No	No	Majority	No
79.	Take from the Table (33)	B	No	Yes	No	No	Majority	No

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80.	Take up a question relating to, if made while subject is pending			(See <i>Suspend the Rules [as applied to rules of order]</i> , No. 77; cf. also No. 23.)				
81.	Voting, motions relating to, if made while subject is pending (30)	I	No	Yes	No	Yes	Majority, except two-thirds for motion to close polls	To close polls, no; to reopen polls, negative vote only; all others, yes
82.	Voting, motions relating to, if made while no question is pending (10, 30, 44, 45)	M	No	Yes	Yes	Yes	Majority	Yes
83.	Withdraw or Modify a Motion, to grant maker permission to, after motion has been stated by the chair (32)	I	If not granted by general consent, can be moved by person requesting permission, or by another while the former has the floor	Yes, if motion is made by person requesting permission; no, if made by another member	No	No	Majority	As to withdrawal, negative vote only; as to modification, yes

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